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CINAPS Ltd

Cambridge Independent Neuroscience and Psychiatry Services
Private, Pro Bono, NHS and Virtual Consultations

Dr CR Venter MBChB MRCPsych and Dr JN Rundle MBChB MRCPsych
Consultants in Child and Adolescent Psychiatry and Directors of CINAPS Ltd

www.cinaps.co.uk
Reliable Mental Health Information and Resources
For Professionals, Young People and Families

A2 CONSULTATION INFORMATION SHEET AND CONSENT FORM

This information sheet has been developed to provide you with information regarding how we work at CINAPS Ltd and what to expect before, during and after your consultation with us. If you have any further questions after reading this information sheet and consulting our website, we ask that you please contact us directly.

OUR BACKGROUND

CINAPS was founded by medical doctors, Dr JN Rundle and Dr CR Venter. Our founding directors are Consultant Child and Adolescent Psychiatrists and have been based in Cambridge since 2005. They have worked in the NHS for more than ten years and regularly engage in part time work with the NHS as Consultant Child and Adolescent Psychiatrists, providing services relating to supervision, consultation, service development, management and teaching; they have taught medical students at the University of Cambridge, doctors specialising in Psychiatry and Child Psychiatry and multi-agency professionals in Child and Adolescent Mental Health Teams (CAMHS), as well as in other medical and para-medical departments in the NHS.

All psychiatrists working with CINAPS are registered with the General Medical Council, members of the Royal College of Psychiatrists and approved under Section 12(2) of the Mental Health Act. Professionals in other disciplines, such as psychologists, are also registered with appropriate regulatory bodies in the UK.

CINAPS sees children of all ages, young people, families, couples and adults (under certain circumstances such as when in full time education or when providing services to young people or safeguarding the public including military veterans), providing we feel confident that we can provide a safe and effective service. We accept self-referrals as well as referrals from professionals. We do however not meet with young people without consent from their parents or carers, especially when aged 15 and younger.

We work collaboratively with our colleagues in the NHS, as well as other agencies that are often important when considering patient's needs and treatment plans, such as Education. We often facilitate and try to expedite acceptance of NHS referrals if criteria for services are met. Most of our referrals are from GPs, Paediatricians, schools and parents who have concerns relating to ADHD, Autism or Asperger's Syndrome, attachment problems, mood disorders, anxiety disorders or behavioural disorders.

HOW TO CONTACT US

We recommend that you correspond with us only via encrypted e-mail or attachment (please send the code in a separate email), or by mail or telephone. For your own security, please do not use any personal details in an unencrypted e-mail/documents.

Please do not send any mail to our office in Cambridge or London; please use our **Correspondence Address, which is PO Box 956, Cambridge, CB1 0RW**. Please email us if you have sent us documents by post.

BEFORE WE PROVIDE YOU WITH AN APPOINTMENT DATE

We would be grateful if you could please read this information sheet and complete the consent form and return it to us, along with the rest of this form and Form A1 (please return both forms in full to us, not simply the last page of this form, please do not change or remove sections, words or paragraphs even if it does not apply to you), either by encrypted e-mail (please send the code in a separate email) or by mail. Please review our fees during this time. If you have private health insurance with one of the insurers for whom we are registered providers (please see our Home Page), please provide us with the relevant policy details and authorisation number. For discounted or pro bono services an application process will apply.

After we receive Form A1 and A2, along with insurance details if relevant, we will meet to discuss your referral and contact you with a proposed appointment date and time. We will also forward you our invoice. We require that payments are made at least 48 hours before the scheduled appointment. Further to payment the appointment will be confirmed. Please see FEES for details relating to cancellations.

Our website contains information, including resources for professionals, on topics ranging from mental health problems, such as Autism, Asperger's Syndrome, ADHD, Depression, Substance Use and Eating disorders, to other important and relevant topics such as confidentiality and Gillick competence. We recommend that young people and adults consult the website pages relevant to their concerns before the appointment with us. The website also includes details of our company, our charitable work, outreach work (www.mentalhealthbus.co.uk) and our professional backgrounds.

We usually recommend that young people and families write down questions that they identify whilst looking at our website and bring the questions to us. We will gladly spend time to answer any questions or address any concerns relating to mental health problems, medication or young people's rights in terms of health concerns and treatment.

APPOINTMENT TIMES AND WAITING LISTS

Appointments can be scheduled Mondays to Sundays 9am – 9pm, depending on availability. Due to our flexible working hours we do not often have long waiting lists. We engage in international outreach projects and pro bono work, so depending on need, certain (or all) doctors might be unavailable for certain months of the year.

LOCATION AND VIRTUAL CLINICS

We have office space in central London as well as in central Cambridge, but we are happy to travel anywhere in the UK for a consultation if clinically required.

Cambridge: 2 All Saints Passage, Cambridge, CB2 3LS
Chesterton Medical Centre, 35 Union Lane, Cambridge, CB4 1PX
London: 10 Harley Street, London, W1G 9PF

We also offer virtual (over the internet or telephone) consultations, but only for follow up sessions and when clinically appropriate. Most young people are very enthusiastic about this option.

We will gladly provide you with a map along with directions to our offices in Cambridge and London, should this be helpful to you.

FEES

Our fees vary depending on the nature and location of the appointment. We ask that you pay in full at least 48 hours before the consultation. This enables us to secure office space and make travel arrangements. You will receive an electronic invoice via e-mail for all payments due. Payments can be made through the secure PayPal service with any standard debit or credit card. You do not require a PayPal account to make a payment.

Should you be unable to attend and you give us more than 24 hours notice, we will refund you in full. Should you be unable to attend and you give us less than 24 hours notice, we will charge you the cost of our travel as well as office space, which may be up to 50% of your fee.

THE APPOINTMENT AND REPORT

Assessments usually take 60-90 minutes, but can take longer than 2 hours. In complex situations, for example when child protection concerns have been identified or in complex PTSD, a second or third initial assessment appointment may be required. This will be arranged at no extra cost. It is often helpful if the young person (under 18) and both parents attend the appointments, but we leave this decision up to families. We do however usually require that at least one parent is available in the waiting room during consultations with children. Young people can choose whether they want to meet with us by themselves or with their parents. After consultations, we often liaise with School to request further information.

Further to obtaining all the relevant information, we write a report with our impression and recommendations to your GP, which we copy to your family and the referrer. This is usually completed within two weeks of obtaining all relevant information. If you want us to send an amended version, without certain personal details, to School or other agencies involved in care, this can usually be arranged.

CONFIDENTIALITY, GILLICK COMPETENCE AND CONSENT

Our website www.cinaps.co.uk provides detailed information on the above. Please consult our website to familiarise yourself with these important concepts. We will gladly spend time during our consultation with you to answer any questions relating to these topics or other topics related to mental health.

SHARING OF INFORMATION

In order to assist in the effective provision of family support, CINAPS Ltd liaises with other professionals who know your family, such as teachers in School, to request information regarding well-being and progress.

CINAPS Ltd does not share information with professionals in other agencies, such as teachers, without consent from the patient and/or families, unless we feel significant risk issues exist.

TREATMENT

Our treatment options include psychotherapy (individual therapy), family and parent work, as well as pharmacological options (medication). We have experience in behavioural therapies, Cognitive Behavioural Therapy, psychodynamic therapy, play therapy, family therapy and Cognitive Analytical Therapy. We always consider and aim to follow treatment guidelines supported by research.

FOLLOW UP APPOINTMENTS

Some patients will not require follow up appointments. Many children or adults arrange an appointment with us to 'rule out serious mental illness or Neurodevelopmental disorders'.

Young people who present with serious mental health problems, such as Depression, will be offered follow up appointments to monitor their progress and if started on medication, to review their medication. The frequency and method (clinic consultation, School visit, telephone call, virtual appointment) will vary according to risk and presentation and will be discussed during the appointment.

Patients started on medication will require regular follow up appointments to monitor progress, as well as possible side-effects. Follow up appointments to review medication that are not attended may result in our recommendations to discontinue any medication started by ourselves due to possible risk issues related to psychotropic medication. Psychotropic medication needs regular review to monitor side-effects and weigh the benefits and the risks of the medication. Depending on the clinical situation and the medication, we may however be able to hand over treatment to GPs and other professionals qualified and experienced in monitoring psychotropic medication for the appropriate age group.

EMERGENCIES AND URGENT CONCERNS

We are not able to offer any services for the above. In cases of emergencies or for any urgent concerns relating to mental health symptoms, possible side-effects to medication or risk to self or others, or risk from others, we ask that you seek immediate advice from your GP or the Emergency Department.

BLOGS, WEBSITES, FACEBOOK, TWITTER, SOCIAL MEDIA AND ONLINE EVERYTHING

Please know psychiatrists and other professionals affiliated with CINAPS often work in high risk areas, with high risk cases or in high risk contexts. Psychiatrists are unfortunately often stalked or threatened. We follow the available National and International guidelines to ensure our professionals and places of work are and remain safe. Please see Royal College of Psychiatrists for further details.

CINAPS requires all patients and their relevant parties, which may include referrers, family, friends, peers, teachers, social workers, solicitors, to agree to never post or share any details regarding our organisation (including organisation names), professionals (including names), details of appointments or correspondence online through, but not limited to, blogs, websites, Facebook, Twitter or any other social media or online method. This will be taken very seriously as it may put our professionals and patients at risk; these matters will be referred for urgent legal and security advice (and we may have to invoice you for professionals services to assess and manage risk to ensure safety) and we will be unable to offer further clinical services. We trust that you understand that safety is always our first priority.

CONSENT FORM

We/I have read this information sheet and agree to the above. We/I provide our/my consent for CINAPS Ltd to contact professionals at school/s and the GP Practice to obtain relevant information relating to health, psychosocial wellbeing and general functioning throughout your involvement with our family/me. We/I also provide our/my consent for CINAPS Ltd to send a report of their assessment and feedback from possible follow up appointments to the GP and referrer.

Name of Patient Name of Parent with Parental Responsibility if under 18

Signature of Patient Signature of Parent with Parental Responsibility if under 18

Date